



ACCREDITATION EVIDENCE

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Board of Trustees

REGULAR MEETING MINUTES

September 10, 2020

Trustees Present:

Regina Clark, President
Dr. Greg Erramouspe, Vice President
Dr. Veronica Donaldson, Secretary
Kenneth Lorimer, Treasurer
Carl Demshar
George Eckman
Shannon Honaker

Trustees Absent:

None

Also Present:

Dr. Kim Dale, College President	
Dr. Cliff Wittstruck, VP for Student Learning	
Burt Reynolds, VP for Administrative Services	
Joy Adams, Assoc. VP of Human Resources	
Dr. Dustin Conover, Dean of Students	
Kendra Meeker	Ryan Desmond
Kami Danaei	Christine Maddy
Deanne Garner	Sunny Thomas
Linda Day	Tom Clark
Shelby Williams	Cindy Hafner
Jared March	Cathy Ebert
Neoma Wattles	Kit Kofoed
Nicholas Marlin	Russ Bates
Chuck Newberg	Rebecca Mayer
Traci Ciepiela	Maria Wilkey
Elaine DeBuhr	Stacie Lynch-Newberg
Heidi Brown	Bart Haskell
Jessica Dean	Greg Herold
Robert Becker	Josefina Testini
Liane Lamb	Kurtis Wilkinson
Lisa Herold	Fredann Soto
Janis Knadjian	Therese Yerkovich
Scott Paulson	Katey Ellis
Geoff Phillips	Paul Johnson
Michele Irwin	Samantha Pirooska
Carrie Piazza	Colleen Thomas
RJ Pieper	Britney Lewis
Dana Pertermann	Angela Thatcher
Caleb Smith	Maren Womble
Bill Formanek	Susan Rawlings
Jake Hunt	Michelle Gatti
Meghan Jensen	Pete Candelaria
Kasey Damori	Janice Grover-Roosa
Xitlaly Chavarria	Rosa Reyna-Pugh
Heather Pristash	Grady Hutcherson
Ryan Greene	Kandy Frink

NOTE: This meeting was held via Zoom video conferencing

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA

A. Call to Order

The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:15 p.m., Thursday, September 10, 2020, via video conferencing, President Regina Clark presiding.

B. Approval of Agenda

1. Treasurer Lorimer made a motion to approve both the consent and regular agendas as presented. The motion was seconded by Trustee Eckman and was approved by vote.

II. REPORTS

A. Student Government Association

Mr. Ryan Desmond, SGA President, gave a brief report on behalf of the SGA. Mr. Desmond said he is also the President of the Radio Club and the Veteran's Club. Mr. Desmond said the SGA donated \$3,000 towards the purchase of the portable movie screen that was used during Welcome Week. Mr. Desmond said more than 150 students attended the outdoor movie night. Mr. Desmond also said the SGA plans to host a Halloween dance. The Board thanked Mr. Desmond for his report.

B. WWCC Senate

Dr. Christine Maddy introduced Ms. Deanne Garner, who was chosen as the new Senate Chair replacing Ms. Ann Clevenger. Ms. Garner said Mr. Stu Moore has been chosen as the Senate Vice Chair. Ms. Garner said 2020 has been, and will continue to be, a challenging year. Ms. Garner said the Senate would like to know what they can do to best support the faculty, professionals and the Board. The Board thanked Ms. Garner for her report.

C. Children's Center Annual Report

Ms. Susan Rawlings, Director of the Children's Center, provided the annual report for the center. Ms. Rawlings said the Board was provided with her written report and the results of the most recent parent survey. Ms. Rawlings said Children's Center staff helped out with various tasks and duties during the COVID-19 closure. Ms. Rawlings reported that the Children's Center is at 61% of capacity and new children are being registered every day. Ms. Rawlings said she is very proud of her staff, both in their dedication to Western and in their willingness to support other employees and departments. Ms. Rawlings went over the results of the most recent parent survey, saying that the majority of comments were positive. Ms. Rawlings said the Children's Center may need to ask for a small rate increase for the upcoming academic year. Ms. Rawlings also said each child registered generates over \$10,000 in revenue. Ms. Rawlings reported that additional options to increase revenue are being considered including possibly offering services to the community.

Treasurer Lorimer asked what it would take to allow community use of the Center. Ms. Rawlings said no additional preparations would be needed so the Center could accommodate children from the community immediately. Trustee Honaker said the Board has long held the philosophy of not competing with local businesses. Ms. Rawlings said there is a current shortage of available daycare/preschool services in the

community so the College would be fulfilling a need rather than competing with local businesses. Trustee Eckman complimented Ms. Rawlings on her written report, saying it was very well done. The Board thanked Ms. Rawlings for her report.

D. College & Career Readiness Annual Report

Ms. Liane Lamb provided the annual report for College & Career Readiness. Ms. Lamb said the name of the department was changed to reflect the two distinct programs; College & Career Readiness and Transitional Studies. Ms. Lamb said the new names are more in line with similar programs at other higher education institutions. Ms. Lamb said the College & Career Readiness program provides instruction at eight sites including the Sweetwater County Detention Center. Ms. Lamb reported that Wyoming was ranked 1st in the nation for GED scores and 5th in the nation for HiSet scores. Ms. Lamb said the program also helps students decide their next step after obtaining their high school equivalency, saying that the program was ranked as 7th in the nation for top performance measures and having students employed within one year after completing the program. Ms. Lamb reported that College & Career Readiness courses were held online during the COVID-19 closure. Ms. Lamb went on to say that 80% of the funding for the program comes from federal and state grant funds. Ms. Lamb said the program normally has more graduates than some of the high schools in our service area.

Trustee Eckman commended Ms. Lamb and her team on a wonderful job serving the needs of the community, especially disadvantaged people. Trustee Honaker echoed the sentiments and said Western had to fight to continue to provide opportunities for obtaining high school equivalency certification when the federal program changed. The Board thanked Ms. Lamb for her report.

E. Transitional Studies Annual Report

Dr. Stacie Lynch-Newberg presented the annual report for the Transitional Studies program. Dr. Lynch-Newberg said the Peer Tutor Center recently gained continued certification through the College Reading and Learning Association (CRLA), saying that Western has the only Level III Center in the state. Dr. Lynch-Newberg said her written report identifies services, activities and initiatives as they relate to Western's Guiding Principles. Dr. Lynch-Newberg read highlights from her written report. Dr. Lynch-Newberg went on to say the implementation of the Honor Lock testing program was a significant step forward, especially during the COVID-19 closure. Dr. Lynch-Newberg concluded her report by inviting the Trustees to attend the various colloquia scheduled for the fall semester. President Clark commended Dr. Lynch-Newberg and her staff, saying that the Board appreciates their hard work. The Board thanked Dr. Lynch-Newberg for her report.

F. Western Celebrations

Dr. Dale said the first celebration is that Western is still open. Dr. Dale said this is no small feat as illustrated by the numerous reports of significant outbreaks on college campuses around the country. Dr. Dale said Western will continue to take all necessary precautions to ensure the safety of our students, our staff and the community. Treasurer Lorimer thanked Dr. Dale and her team for their efforts in keeping Western open, saying that he appreciates the work everyone is doing for our students, staff and community.

Dr. Dale reported that Western's enrollment numbers have improved. Dr. Dale said we had seen an 18% decline in enrollment earlier this summer but as of today our FTE enrollment is down by 3%. Dr. Dale said this is a major improvement. Dr. Dale said our headcount numbers are flat. Dr. Dale went on to say the statewide average for enrollment declines is 9% for both FTE and headcount. Dr. Dale said we eliminated the practice of dropping students from their classes for non-payment. Dr. Dale also said the Governor provided \$50 million in funding for student grants as part of the federal CARES Act funding that the state received. Dr. Dale said we were notified of the grant funding two weeks before the fall semester began, saying that Western's Financial Aid office went above and beyond in providing information to students and encouraging them to apply for the funding. Dr. Dale also said 29 additional concurrent courses were added, commending Ms. Kasey Damori for her efforts in increasing our concurrent enrollment.

Dr. Dale commended Mr. Ryan Desmond for his efforts in obtaining a donation for Western's Veterans Club from the Unknown Saints. Dr. Dale said the group donated \$2,500.

Dr. Dale provided an update on the Gateway Trail system project. Dr. Dale said volunteers have been mapping the trail and will begin to construct drainage areas for the system.

III. PUBLIC COMMENT

A. Individuals or Visiting Delegations

President Clark noted numerous individuals in attendance and said that the Board would try to allow everyone the chance to speak.

Wyoming Education Association

Mr. Grady Hutcherson from the Wyoming Education Association encouraged the Board to make thoughtful decisions and to consider unanticipated consequences with any budget reductions. Mr. Hutcherson said decisions must be made with Western's purpose fully in mind. Mr. Hutcherson also said that Western will see future negative effects if programs and faculty are cut.

Dr. Dana Pertermann, local WEA chapter Treasurer, said she and her husband are both suffering from medical conditions that would cause financial disaster for her family if she were to be laid off. Dr. Pertermann said she and her family would need to leave the area immediately as there are no job opportunities available for her here. Dr. Pertermann said she wants the Board to consider the people that will be affected by any decisions made.

Ms. Kit Kofoed, local WEA chapter Vice President, said the College provides cultural identity for the community and comradery among staff. Ms. Kofoed said Western's paraprofessionals already shoulder heavy loads and she is concerned that adding to that load will result in burnout.

Ms. Heather Pristash, local WEA chapter Secretary, said everyone knows times are tough. Ms. Pristash encouraged the Board to think about how devastating mid-year cuts will be, saying that faculty members will be unable to obtain new employment until

the beginning of the 21-22 academic year. Ms. Pristash asked the Board to consider delaying any layoffs until the end of the 20-21 academic year.

Individuals

Mr. Ryan Desmond said he would like to offer a student perspective on the budget cuts. Mr. Desmond said these cuts and changes to curriculum will impact students. Mr. Desmond said he chose to attend Western instead of a 4-year institution for the benefits offered. Mr. Desmond encouraged the Board to consider the impact to students, saying that cutting programs will negatively affect the quality and value of Western's courses and derides the trust placed in the institution.

Ms. Meghan Jensen said she is a Western Alumni. Ms. Jensen said she received numerous messages via social networking sites when the impending budget cuts were first announced. Ms. Jensen said the ongoing advertisements for student grants are misleading and creating a perception that Western has money to spare. Ms. Jensen also said job losses in Wyoming have already been devastating and any cuts to educational programming will make that worse. Ms. Jensen said people will leave the state. Ms. Jensen also said one legislator recently commented that unlike the main college district, outreach sites are not taxed to provide operational funding.

Ms. Xitlaly Chavarria said she is a Western Alumni. Ms. Chavarria said faculty members play a large role in student success. Ms. Chavarria said students will be negatively impacted if faculty are laid off.

Ms. Rosa Reyna-Pugh said she is also a Western Alumni. Ms. Reyna-Pugh said she formed meaningful and lasting relationships with her instructors while at Western. Ms. Reyna-Pugh said that any cuts to faculty will have a negative impact on students.

Mr. Ryan Greene said decisions of this nature are never easy and encouraged the Board to look at every possible solution to avoid layoffs. Mr. Greene said every job loss affects the community with decreases in purchases and the tax revenue generated from those purchases.

President Clark thanked everyone for speaking, saying she appreciates their comments. President Clark said the Board knew these financial hurdles were coming but they had hoped it wouldn't be this soon. President Clark said the Board recognizes that the decisions will affect people.

B. Questions/Media/Public
None

IV. ADMINISTRATIVE INFORMATION AND UPDATES

A. President and Staff Updates

Dr. Dale said she recently spent time with Senators' Larry Hicks and Ogden Driskill, saying that Senator Hicks is serving on the sustainability committee. Dr. Dale said they were on campus for a meeting and she enjoys having legislators on campus. Dr. Dale said they had a great conversation and she was able to show them how much we need an updated nursing laboratory space. Dr. Dale said it is important to build relationships with our legislators.

Dr. Dale said two statewide committees are working on sustainable funding for the community colleges. Dr. Dale said the first committee is comprised of WCCC commissioners who will look at how best to fund the community colleges since that financial support is not included in the state constitution. Dr. Dale said the second is a legislative committee, saying this committee will also be looking at sustainable funding. Dr. Dale said the two committees will work together. Dr. Dale also said that if Gillette College is successful in becoming a stand-alone institution, state funding for the community colleges would be split between eight community colleges rather than seven.

Vice President Reynolds said his team continues to work with the WCCC on what the CARES Act funding can be used for. Vice President Reynolds said the rules on that funding are very strict and they cannot be used to replace lost revenue.

Associate Vice President Adams presented Western's new COVID-19 dashboard. Associate Vice President Adams said we are finishing the third week of classes and do not have any positive COVID-19 cases in either students or staff on campus. Associate Vice President Adams said Administration appreciates everyone complying with the safety precautions. Associate Vice President Adams said the dashboard will be available to students and staff soon and will be updated weekly. Associate Vice President Adams said the dashboard will feature new confirmed cases and current active cases with numbers for the Rock Springs campus listed separately than those for our outreach sites. Associate Vice President Adams said the county will conduct any required contact tracing if we were to have a positive case on campus. Associate Vice President Rembacz added that the COVID-19 Crisis Team deserves the credit for where we are today. Associate Vice President Rembacz commended Ms. Nicole Castillon for her work on the dashboard.

Vice President Wittstruck commended the members of the Academic Program Efficiency Rubric committee for their work in developing the rubric. Vice President Wittstruck said the committee was made up of one faculty member from each division and the Division Chairs. Vice President Wittstruck said Associate Vice President Rembacz gathered the data for the rubric. Vice President Wittstruck said the rubric has been very helpful.

2. 2019-2020 Annual Report

Dr. Dale said the annual report is provided as information for the Board. Dr. Dale said the report was completed in the last few days and commended Ms. Nicole Castillon and Mr. David Tate for their work in developing the report. Dr. Dale said we will have a limited supply of hard copies of the report.

V. BOARD INFORMATION AND UPDATES

A. Trustee Questions/Topics

Trustee Eckman said Western has had financial troubles in the past that were shouldered without layoffs but it is important that people realize this time is different. Trustee Eckman said the state appropriations committee recently voted down seven different options on tax increases that may have provided additional revenue for the state. Trustee Eckman said the community colleges are dependent on state funding and Western will not be able to weather this crisis intact. Trustee Eckman encouraged

everyone to contact their legislators about the importance of providing adequate funding to the community colleges.

Vice President Erramouspe agreed with Trustee Eckman's comments, saying that the Board has to be focused on the future of the College. Vice President Erramouspe said the Board empathizes with those affected but the hard decisions need to be made in this harsh reality.

B. BOCES Reports

President Clark said Uinta #1 BOCES has numerous plans, adding that they are also facing budget cuts and need support.

C. Topics for Future Workshop Agendas

Policies and Procedures

Shared Governance

Diversity, Equity and Inclusion

Dual/Concurrent Enrollment

Erin Taylor, Taylor Strategies and Consulting

Accreditation

Colleague and Recruit Improvements

Perkins 5 - Comprehensive Local Needs Assessment

Regional Accreditation Update/Quality Initiative

Dr. Dale said no workshop will be held as part of the October regular meeting.

D. Calendar of Future Events

Sept. 10 5:30 pm.	Regular Board of Trustees Workshop Video Conferencing
Sept. 10 7:15 p.m.	Regular Board of Trustees Meeting Video Conferencing
Sept. 17 5:30 p.m.	Special Board of Trustees Meeting Video Conferencing
Oct. 5-8	ACCT Leadership Congress Virtual
Oct. 8	WCCC Meeting Powell
Oct. 8 7:15 p.m.	Regular Board of Trustees Meeting TBA
Nov. 12 6:00 p.m.	Regular Board of Trustees Workshop TBA
Nov. 12 7:15 p.m.	Regular Board of Trustees Meeting TBA
Nov. 25-27	WWCC Holiday (Thanksgiving)
Dec. 12 6:00 p.m.	Regular Board of Trustees Workshop TBA
Dec. 12 7:15 p.m.	Regular Board of Trustees Meeting TBA
Dec. 18 – Jan. 5	WWCC Winter Break Campus Closed

VI. MINUTES

A. Approval

1. Vice President Erramouspe made a motion to approve the minutes of the August 6, 2020 special meeting as presented. The motion was seconded by Trustee Demshar and was approved by vote.
2. Treasurer Lorimer made a motion to approve the minutes of the August 13, 2020 regular meeting as presented. The motion was seconded by Trustee Honaker and was approved by vote.

VII. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

Treasurer Lorimer moved to ratify the Clearing Accounts as designated in the amount of \$3,538,880.69 and the Electronic Transfers as designated in the amount of \$442,332.00 for a grand total ratification of \$3,981,212.69. The motion was seconded by Trustee Honaker and was approved by vote.

<u>Clearing Accounts</u>	<u>Warrant Nos.</u>	<u>Amount</u>
Vouchers	310010 through 310546	\$2,490,423.71
ACH Payments*	E00005949 through E00006019	
TIAA CREF		\$102,352.69
Advices	069506 through 069964	<u>\$946,104.29</u>
Total – All Clearing Account Warrants		\$3,538,880.69

*=included in Vouchers Total

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<u>From</u>	<u>To</u>	<u>Amount</u>
US Bank A/C# 147497000116	EFTPS-CHICAGO USATAXPYMT	\$306,563.94

Credit Card Payments to US Bank Corporate Payment System

<u>From</u>	<u>To</u>	<u>Amount</u>
US Bank A/C# 147497000116	EFT US Bank CC Payments	\$135,768.06

Bank to Bank Transfers 0.00

Investment Transfers 0.00

Total Electronic Funds Transfers \$442,332.00

GRAND TOTAL FOR BOARD RATIFICATION \$3,981,212.69

(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)

VIII. RECOMMENDED ACTION

A. Old Business

1. None

B. Consent Agenda

1. Acceptance of WYiN Funding

Western has been awarded grant funding through the Wyoming Investment in Nursing (WYiN) funding for a number of years. Western received a WYiN grant this year for \$401,527.71. The WYiN program provides funds for students who are accepted into Western's undergraduate Nursing program. The funds assist with educational expenses as determined by the financial aid office.

Additionally, WYiN funding pays for the salary and benefits for six of our Nursing faculty members.

Recommendation:

To accept the WYiN grant funds for \$401,527.71, to increase the federal fund by this amount, and to grant authority to spend the monies as specified in the grant.

Trustee Eckman made a motion to approve the recommendations from Administration on the consent agenda. The motion was seconded by Trustee Demshar and was approved by vote.

C. New Business

1. Declaration of Financial Emergency

The state of Wyoming is currently enduring an unprecedented economic crisis. Communications from the state indicate a \$1.5 billion shortfall due to what some are calling a double "black swan" event. The first "black swan" event was the reduction of income from extraction industries including coal, oil and natural gas. The second "black swan" event was the emergence of COVID-19. At the request of Governor Mark Gordon, Western will be reducing its FY21 general fund budget to align with reductions in funding mandated by the State of Wyoming. It is recommended that the Board of Trustees directs the College President to reduce Western's general fund budget by \$875,000. In addition, it is recommended that the Board of Trustees directs the College President to prepare a plan to reduce an additional \$935,000 from the FY21 general fund budget in the event there are further funding reductions/withdrawals by the State of Wyoming. As Western evaluates how to accommodate the budget reductions, the College President and her Cabinet are analyzing the following areas for budget reductions and efficiencies:

1. Labor
2. Organizational Design
3. Academic Affairs
4. Technology and IT Support
5. Facilities and Auxiliary Services
6. Spending and Contracts

The Presidents' Cabinet is asking the Board to declare a financial emergency. It should be noted that a declaration of a financial emergency is not an

indication of financial exigency, a distinction recognized by the Higher Learning Commission.

Recommendations:

That the Board of Trustees declares a financial emergency as a result of the withdrawal/reduction of general funding during the 20-21 fiscal year by the Wyoming Community College Commission, mandated by the Governor of the State of Wyoming; and,

That as a result of the withdrawal of funds allocated to Western Wyoming Community College by the State of Wyoming, the Board of Trustees directs the College President to reduce Western's FY21 general fund budget by \$875,000. In addition, the College President is directed to prepare a plan to reduce an additional \$935,000 from the FY21 general fund budget in the event there are further funding reductions/withdrawals by the State of Wyoming.

Dr. Dale provided an explanation for the request to declare a financial emergency. Dr. Dale said funding for the Wyoming Community College Commission was reduced by 10% which is passed on to the community colleges and the other entities overseen by the WCCC. Dr. Dale said internal committees were formed to develop efficiency rubrics that will be used to identify potential budget cuts. Dr. Dale said these committees included representation from all employee groups. Dr. Dale said Administration had already determined that Western would have a deficit of over \$650,000 for the 2020-21 fiscal year and the additional state cuts have increased that deficit to \$875,000. Dr. Dale said the state has indicated that an additional 10% cut is likely and that cut could possibly be retroactive to this fiscal year. Dr. Dale went on to say that it is important that the Board declare a financial emergency which directs the College President to develop a plan for the budget cuts. Dr. Dale said it is important to note that there is a difference between a financial emergency and a financial exigency, saying that Western isn't in immediate danger of closing its doors but it is necessary to make significant budget cuts. Trustee Eckman made a motion to declare a financial emergency as a result of the withdrawal/reduction of general funding during the 20-21 fiscal year by the Wyoming Community College Commission, mandated by the Governor of the State of Wyoming; and, that as a result of the withdrawal of funds allocated to Western Wyoming Community College by the State of Wyoming, the Board of Trustees directs the College President to reduce Western's FY21 general fund budget by \$875,000; and, the College President is directed to prepare a plan to reduce an additional \$935,000 from the FY21 general fund budget in the event there are further funding reductions/withdrawals by the State of Wyoming. The motion was seconded by Treasurer Lorimer and was approved by vote.

2. First Reading, 5440A Constitution of the Associated Students of Western Wyoming Community College

The Student Government Association (SGA) at Western has requested revisions to the policy governing the Association (5440A). The Board is provided with the current version of the policy, the proposed policy revisions and a clean copy of the policy with the proposed revisions. The proposed revisions were presented for all employee comment in April, they have been

approved by the SGA, the Policies & Procedures Committee, and the College President. The policy is being revised to reflect the change from Associated Student Government (ASG) to Student Government Association (SGA). The procedure provided is for information only and Board members will note planned revisions to reflect the changes necessitated by the creation of the Campus Activities Board (CAB).

Recommendation:

No action is required on first reading.

Dr. Conover provided a brief explanation of the proposed policy revisions, noting that no action is required on first reading.

3. First Reading, 5620A Field Trips and College-Sponsored Travel

Administration is requesting revisions to the policy governing Field Trips and College-Sponsored Travel (5620A). The Board is provided with the current version of the policy, the proposed policy revisions and a clean copy of the policy with the proposed revisions. The proposed revisions were presented for all employee comment in January, they have been approved by the Policies & Procedures Committee, and the College President. The policy is being revised to change the name of the policy to 'Student Travel' in addition to minor language revisions. The procedure provided is for information only and is being revised to include additional provisions and restrictions for student travel, as well as updates to language on approval processes.

Recommendation:

No action is required on first reading.

Dr. Conover provided a brief explanation of the proposed revisions, noting that no action is required on first reading. Trustee Eckman noted that the proposed revisions to the procedure eliminate the first paragraph which includes information on in-state and national travel. Trustee Eckman said the procedure begins with information on international travel. Dr. Conover said that paragraph can be added back into the procedure.

4. First Reading, New Policy: Student Bill of Rights

Administration, in conjunction with the Student Government Association and the WWCC Senate, has determined the need for a Student Bill of Rights policy. The proposed policy was drafted by the Senate and has been reviewed by the SGA and Western's policy consultant. The proposed policy has also been reviewed by College legal counsel. The new proposed policy was presented for all employee comment in April and has been approved by the Policies & Procedures committee and the College President. This new policy will take the place of the current policy on Student Rights and Responsibilities (5430A). The current policy and procedure, Student Rights and Responsibilities (5430A) is attached as well as the proposed Student Bill of Rights. Student responsibilities are included in various policies including Attendance (5210A) and the Code of Student Conduct (5420A).

Recommendation:

No action is required on first reading.

Dr. Conover provided a brief explanation of the proposed new policy, noting that no action is required on first reading. Trustee Eckman noted that while item 10, section C, deals with appeals, no information is included on how the appeal is filed or to whom. Dr. Conover said this proposed new policy will be part of the information that is provided to students each year, saying that this policy will connect to the Student Code of Conduct (5420A) which includes discipline procedures as well as the Due Process procedures which detail the entire appeal process. Trustee Eckman asked that those policies be listed as a cross reference in this policy.

5. First Reading, New Policy: Student Information

Administration, in conjunction with Western's policy consultant, has determined the need for a policy regarding the accuracy of information provided to students. The proposed policy and procedure were drafted by Western's accreditation officer, Associate Vice President Rembacz, and reviewed by Dr. Veltri, the policy consultant. The new proposed policy and procedure were presented for all employee comment in April and have been approved by the Policies & Procedures committee and the College President. The policy and procedure are required for compliance with HLC assumed practices. The procedure provided is for information only.

Recommendation:

No action is required on first reading.

Dr. Conover provided a brief explanation of the proposed new policy, saying that this policy is vital for HLC compliance. Dr. Conover said that no action is required on first reading.

Dr. Dale thanked Dr. Conover for his work on updating the student policies.

6. Voluntary Early Retirement Benefit FY21

Per procedure 4230E; Each year by the September Board of Trustees meeting, the Administrative Services office will determine whether or not the Early Retirement Benefit can be offered as defined herein for the upcoming application year and will make a recommendation to the Board for their approval at the September meeting. Administrative Services will notify all eligible candidates the week following the Board of Trustees meeting of the Board's decision if the benefit will be offered. Administrative Services has completed the feasibility study and is recommending that the Early Retirement Benefit be offered in FY2021 with the College paying \$7,797 annually or 80% of the current's years insurance benefit (consistent with 80% in FY2020). Candidates must submit a completed application no later than November 1st and the Board will decide on each completed application not later than the regularly scheduled December Board meeting. All eligible candidates will be notified of the Board's decision. Due to the recent budget cuts and the uncertainty of future cuts, the Administration intends to conduct a thorough

review of the early retirement policy and procedure to ensure the long-term viability of this benefit.

Recommendation:

To approve the Early Retirement Benefit for FY2021 with the College paying \$7,797 annually for the insurance benefit.

Vice President Reynolds gave a brief explanation of the early retirement benefit recommendation, saying that the benefit will be reviewed for long-term viability. Trustee Demshar made a motion to approve the Early Retirement Benefit for FY2021 as described. The motion was seconded by Trustee Eckman and was approved by vote.

7. Approval of Contract, Level II Feasibility Study Professional Services

At the February meeting of the Board of Trustees, the Board authorized Administration to solicit proposals for a Level II Feasibility Study for the Health Science/Nursing Programs. A request for statement of qualifications (SOQ) for professional services was issued June 2020. Ten proposals were received by the College on July 14, 2020. A core team made up of Western's VP for Administrative Services and Administrative Services Officer, and a State of Wyoming Construction Management Representative ranked the proposals according to the evaluation criteria stipulated in the SOQ:

- a. Appropriate personnel and commitment to perform the design and management services required to efficiently and effectively complete higher education projects, including the personal commitment of the designated lead architect to remain actively involved in all phases of each specific project from initial design through construction, occupancy and warranty.
- b. Professional experience and background, relevant project specific experience, relevant experience in the design and management of projects, and current workload and commitments of the designated architectural team personnel.
- c. The skills and resources used to develop the design and technical documentation; provide research and investigative services; maintain effective communication and teamwork; and adhere to collaborative efforts.
- d. Ability to create accurate drawings and specifications for the construction documents
- e. Ability to demonstrate cost and quality consciousness throughout the design and construction phases; ability to properly plan and maintain schedules and meet deadlines; and ability to provide and maintain accurate budgets per project.
- f. Ability to provide and maintain competitive fee schedules for project team.
- g. Provide successful examples of working with a construction management firm within a pre-construction services method to come to a successful GMP.

Three firms were then selected to interview involving an expanded team to include several Nursing faculty and EMS faculty members who then ranked the

interviews along with their proposals. The team unanimously recommends entering into contract with Plan One Architects of Rock Springs, WY who is partnering with Hord Copelan Macht (HCM) of Denver, CO for this project. Negotiated fees for this project are not to exceed \$153,000 and capital construction funds are available to pay for this work.

Recommendation:

To award a contract to Plan One Architects in an amount not to exceed \$153,000 for professional services to provide a Level II Feasibility Study for Health Sciences/Nursing Programs.

Vice President Reynolds provided a brief explanation of the Level II Feasibility Study, saying that the state construction department assisted in reviewing the proposals. Vice President Reynolds also said that staff in the nursing program were involved in interviewing each potential vendor. Trustee Honaker made a motion to award a contract to Plan One Architects to provide a Level II Feasibility Study as described. The motion was seconded by Treasurer Lorimer and was approved by vote.

8. Approval of Memorandum of Understanding, Rock Springs Police Department
During the August 2019 Board Meeting, the Board requested that Administration research and create a memorandum of understanding with local emergency responders. The intent behind an MOU would be to identify the responsibilities of each party (i.e. the College and the emergency response agency) related to emergency response and general campus safety and security. Through conversations with Rock Springs Police Chief and the Board's Safety and Security Committee, the Administration arrived at the attached proposed MOU. This MOU was presented to the Board's Safety and Security Committee via email in November and is now presented to the Board for approval.

Recommendation:

To authorize the Administration to approve the proposed Memorandum of Understanding (MOU) with the Rock Springs Police Department and use this MOU as the template for partnerships with other emergency response agencies.

Vice President Reynolds gave a brief explanation of the MOU, saying that it was drafted last year but was not brought to the Board for approval. Trustee Honaker made a motion to authorize Administration to approve the proposed MOU with the Rock Springs Police Department, and to use this MOU as a template for partnerships with other emergency response agencies. The motion was seconded by Vice President Erramouspe. Trustee Honaker commended Vice President Reynolds for completing the MOU, saying she is very happy to have this agreement approved. Vice President Reynolds thanked Trustee Honaker for her suggestion that an MOU be developed. The motion was approved by vote.

9. Approval of Food Service Contract Amendment

Administration has negotiated new financial terms of the Food Service Management Agreement to address changes reasonably required by the overall impact of the COVID-19 pandemic for the Fall 2020 and Spring 2021 semesters. Under the current Agreement, the College pays Sodexo for Dining Services rendered on a weekly basis based on the number of student meal plans that are active in Mitchell's Dining Hall during that semester with minimum requirements initiated when Sodexo provided capital outlay for renovations five years ago. During the pandemic, Administration is limiting how many students can live on campus and, consequently; that determines the majority of meal plans that will be sold. For the remainder of the one-year agreement term, Sodexo will provide required services for our students under a general support services allowance of 5.2% of operating expenses instead of billing any minimum requirements per the original Agreement. This new management agreement will be a tremendous savings to the College during this continued time of crisis.

Recommendation:

To approve the Food Service Management Amendment for Fall 2020/Spring 2021 that will modify the financial terms of the Agreement by moving from a cost per student meal plan accounting to a general support services allowance (5.2%) of operating expenses.

Vice President Reynolds gave an explanation of the proposed contract amendment. Vice President Reynolds said this amendment uses a cost-plus model rather than the required minimum number of meal plans. Vice President Reynolds said this approach created a significant savings for Western during the spring semester. Trustee Honaker made a motion to approve the Food Service Management Amendment as described. The motion was seconded by Trustee Demshar and was approved by vote.

10. Approval of Early Contract Release, Student Success Advisor

Ms. Teresa Shafe, Student Success Advisor, tendered her resignation from Western Wyoming Community College, on September 2, 2020, indicating her last day of work is planned for December 11, 2020. Ms. Shafe has requested to be released from her 2020-2021 employment contract.

Recommendation:

To accept Ms. Shafe's resignation of full-time employment effective as of December 11, 2020.

Vice President Wittstruck gave a brief explanation of the request for early contract release. Trustee Honaker made a motion to accept Ms. Shafe's resignation as described and grant her an early release from her contract. The motion was seconded by Treasurer Lorimer and was approved by vote.

EXECUTIVE SESSION

Dr. Dale said an Executive Session is required for personnel issues with one anticipated action item following the session. Treasurer Lorimer made a motion to recess the regular meeting to enter into an

Executive Session for personnel issues. The motion was seconded by Vice President Erramouspe and was approved by vote. The regular meeting was recessed at 9:23 p.m.

RECONVENE REGULAR MEETING

Treasurer Lorimer made a motion to reconvene the regular meeting. The motion was seconded by Trustee Demshar and was approved by vote. The regular meeting was reconvened at 11:10 p.m.

11. Approval of Agreement

No information will be publicly available on this item.

Recommendation:

To approve the agreement discussed in Executive Session related to a confidential personnel issue.

President Clark said the Board will not take action on this item at this time.

IX. ADJOURNMENT

Having no further business to act on, President Clark adjourned the regular meeting at 11:12 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

Kandy Frink

WWCC Board President

WWCC Board Secretary